



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 12/43

OPEN TO: All Interested Candidates/All Sources

POSITION: Human Capacity Development Officer; FSN-11/FP-4

OPENING DATE: November 7, 2012

CLOSING DATE: November 21, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: P344,535 p.a. (Starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Gaborone, Centers for Disease Control and Prevention (CDC/BOTSWANA), is seeking an individual for the position of Human Capacity Development Officer.

BASIC FUNCTION OF POSITION:

Provides planning, oversight, management, and monitoring of assigned projects in the US Government-funded health systems strengthening portfolio in Botswana; serves as the activity manager for multiple (5-6) projects and funding mechanism, such as cooperative

agreements and contracts, in assigned portfolio; provide advice and technical assistance to the Government of Botswana institution and collaboration partners on the development, strengthening and implementation of policies and programs to support training, human capacity development and systems strengthening in the health sector; serves as key participant in the development of the annual country-operating plan (COP) for Botswana, and co-facilitates the USG Health, System Strengthening (HSS) technical work group; serves as a training advisor to the USG PEPFAR team and Government of Botswana and other collaborating partners.

QUALIFICATIONS REQUIRED:

- Bachelor degree in public health, behavioral or social science, medical science, other health or allied health is required
- Seven years work experience in human resources management, training, health service delivery or health sector management and HIV program experience is required.
- Level IV English is required (fluent both written and spoken).
- Must have a detailed and broad knowledge of the host country operational environment, including a detailed knowledge of the structure and operations of the MOH, the health sector workforce environment at the national, regional, district and community level in Botswana, and the activities of collaborating and other donor agencies in Botswana with human capacity development program activities and have an in-depth understanding of the structure and functions of CDC Botswana, including knowledge of CDC's role in support of the President's Emergency Plan for AIDS Relief (PEPFAR) and CDC and USG policies, guidelines and procedures for administration of cooperative agreements.
- Must be familiar with computer software applications including word processing, spreadsheets are required.

A copy of the complete position description listing all duties and responsibilities is available in our internet site http://botswana.usembassy.gov/job_opportunities.html

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Candidates interested in applying for this position must follow the application instructions by submitting an application which contains all of the required information listed below. **Failure to do so will result in an incomplete application which will not be considered.**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 6 below for more information); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. **If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education

- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO:

Human Resources Assistant
American Embassy
P.O. Box 90
Gaborone (or hand deliver)
Or email: HROGaborone@state.gov

POINT OF CONTACT

Name Motlalepula Mmakgonya
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CLOSING DATE FOR THIS POSITION: November 21, 2012

The US Mission in Gaborone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.